

# **MONTANA TOURISM ADVISORY COUNCIL**

## **MEETING LOCATIONS CRITERIA**

The Site Selection Committee of the Tourism Advisory Council (TAC) is looking for bids from venues and communities around the state that would like to host a TAC meeting(s). The Meeting Location Criteria is distributed to representatives of the six Montana Tourism Regions and 11 Convention and Visitors Bureaus (CVBs,) Chambers of Commerce, Cities etc. who will distribute criteria to venues in their area.

At the upcoming June 2-3, 2014 TAC meeting, the Site Selection Committee (including a representative of the Montana Office of Tourism), will review bids for the October 6-7, 2014 and the June 1-2, 2015 TAC meetings. Meetings occur the first Monday and Tuesday in February, June and October.

### **Location selection guidelines**

We encourage meeting locations that support our Montana Brand, and the Tourism and Recreation Strategic Plan. Meeting locations rotate around the state to allow communities the opportunity to introduce TAC members and meeting attendees to your area's tourism attractions or unique community assets. Communities that include an opportunity for the TAC and attendees to experience your community will receive more favorable consideration by the site selection committee. This activity is Monday evening immediately following the TAC meeting. General details of the activity should be noted in the application.

The June meeting is larger than the February and October meetings and requires a facility that can handle a higher number of attendees.

### **Guest Room Block**

A block of 50 rooms in one property or various facilities in the same area with accommodations for attendees is required. *Current State/Government rate is required for Tourism Advisory Council members and The Montana Office of Tourism staff. It is requested for Region and CVB representatives.* Hotel/airport transportation is appreciated. We request to block 5-10 rooms for Sunday night arrivals for the February and October meetings and 50 rooms for the June meeting. We request 50 rooms for Monday night for all meetings.

### **Meeting Room Requirements**

#### **June Meeting**

- Boardroom with seating for 10-15 for Sunday evening
- One large meeting room for Monday and Tuesday with seating for up to 18 with skirted U-shape table for Council members, and classroom seating for 60 – 70 audience members with front row skirted.
- Skirted table for distribution materials
- Meeting room access
  - This room should be available by late Sunday afternoon for Montana Office of Tourism staff to set up PA system and other equipment.
  - The meeting room should be available from 7:00 am to 6:00 pm on Monday and 7:00 am to 1:00 pm on Tuesday.
- Equipment
  - Projector Screen
  - Projector table
  - Extension cords as needed (at least 16 gauge and of various lengths).
  - Podium with microphone stand
- Food and Beverage
  - Snacks and beverages (refill/refresh as needed) available in or near the meeting room
  - Ice water at meeting tables and on refreshment table
  - Separate room for lunch with facility staff available to take lunch money from guests

### February & October Meetings

- Boardroom with seating for 10-15 for Monday morning
- One large meeting room with seating for up to 18 with skirted U-shape tables for Council members, and classroom seating for 40 – 50 audience members with front row skirted.
- Skirted table for distribution materials
- Meeting room access:
  - This room should be available by 10:00 am on Monday morning for Montana Office of Tourism staff to set up PA system and other equipment.
  - The meeting room should be available from 10:00 am to 6:00 pm on Monday and 7:00 am to 1:00 pm on Tuesday.
- Equipment:
  - Projector Screen
  - Projector table
  - Extension cords as needed (at least 16 gauge and of various lengths).
  - Podium with microphone stand
- Food and Beverage:
  - Snacks and beverages (refill/refresh as needed) available in or near the meeting room
  - Ice water at meeting tables and on refreshment table

### **Other Requests:**

- The TAC encourages Green Business Practices.
  - Recycle bins available for paper, cans and plastics for all meetings, and a means to appropriately dispose of collected recyclable materials.
  - Please provide a statement as to what practices are in place at your property (Recycling, Energy Conservation, Buying Local, etc)
- Available restaurant facility on-premises is preferred. If not, then a restaurant within walking distance
- Wireless internet or other available connection to the internet
- Access to a computer and printer at hotel, convention facility or accessible office.
- Community experience event (usually planned in coordination with the local chamber, regional tourism office and the meeting host facility)

**To be considered, all meeting bids must be submitted to the Montana Office of Tourism in an ELECTRONIC FORMAT NO LARGER THAN 2 MB (CD's, thumb drive or email) sent to [clewick@mt.gov](mailto:clewick@mt.gov) or mailed to Montana Office of Tourism, PO Box 200533, Helena, MT 59620-0533 no later than 5:00 p.m. Friday, May 16, 2014. Alternate formats for bid submission available upon request. The bid must also include the TAC Meeting Location Criteria Questions form.**

If you have any questions, please contact Carmen Levick at (406) 841-2873 or [clewick@mt.gov](mailto:clewick@mt.gov).